

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

OTR Case File

10 April 1963

MEMORANDUM FOR THE RECORD

SUBJECT: OTR Records Management Program

1. Visted with OTR records officer [] to discuss the needs of his program and his working methods.

STAT

2. [] felt that his greatest need at this time was for acceptance of the idea that certain OTR records are of permanent value. He has scheduled certain records for retention, but feels that there is a lack of compliance in some areas. He would like to have officials in OTR made aware of the importance of permanent records.

STAT

3. Forms, Vital records and disposition are the three elements of the OTR program. [] would like to do something more in records maintenance, but apparently hasn't quite identified the problem. He feels that one exists in the Schools. In his opinion, a reports and correspondence program would not be acceptable in OTR.

STAT

4. [] method of personally supervising records retirement requires, he believes, issuance of job numbers by phone. He feels that submitting forms 140 to the Center is a needless delay that calls for more than one visit to the records custodians. He prefers that the job be done at once if possible. Records Center has been furnishing job numbers by phone.

STAT

STAT



[Handwritten signature]
4/11/63

1963

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